

2021-2022

**POLICIES & PROCEDURES  
STUDENT HANDBOOK**

University of Arkansas for Medical Sciences  
and  
Central Arkansas Veterans Healthcare System

Post-Baccalaureate Certificate Program  
(DI)

**POLICIES AND PROCEDURES HANDBOOK  
UAMS/CAVHS DIETETIC INTERNSHIP  
CLASS 2021-2022**

**POLICIES AND PROCEDURES HANDBOOK  
UAMS/CAVHS DIETETIC INTERNSHIP  
CLASS 2021-2022**

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## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Professional Ethics**

**POLICY:** Interns will abide by the Code of Ethics of The Academy of Nutrition and Dietetics that outlines the ethics of a dietetic professional.

**PROLOGUE:**

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves that a Code of Ethics provide guidance to dietetic practitioners in their professional practice and conduct.

**PROCEDURES:**

1. Interns will review the Code of Ethics during orientation in the first week of the internship. A copy of the Code of Ethics is included in the Policies and Procedures Manual provided to each intern during orientation. The Code of Ethics is listed on the following pages.
2. As part of the training in the profession, interns are required to follow the Code of Ethics in the dietetic internship.
3. Failure to abide by the Academy's Code of Ethics will result in disciplinary action which could include counseling, suspension, probation or dismissal from the internship.

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**SUBJECT: The Academy of Nutrition and Dietetics Code of Ethics**

Code of Ethics for the Nutrition and Dietetics Profession  
Effective Date June 1, 2018

**Preamble**

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

**Principles and Standards:**

**1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.

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- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

**2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

**3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- b. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- c. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- d. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- e. Refrain from verbal/physical/emotional/sexual harassment.
- f. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- g. Communicate at an appropriate level to promote health literacy.
- h. Contribute to the advancement and competence of others, including colleagues, students, and the public.

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### 4. **Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

### **Glossary of Terms:**

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines,



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policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice (social justice):** supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

### References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** CHP Academic Integrity

**POLICY:** The Dietetic Intern will follow the Academic Integrity Policy of the College of Health Professions (CHP).

The College of Health Professions believes that both students and instructors have significant roles within the educational process. Acts of academic misconduct can influence this educational process by causing a distorted picture of the academic achievement of individual students and jeopardizing the success of the student's total educational program. Although monitoring of academic conduct is primarily the responsibility of faculty, students ultimately have the responsibility and are expected to act in an honest and responsible manner during the educational preparation for their professional role.

The Academic Integrity Policy applies to circumstances and events related to the student's education program, including academic issues and professional conduct or judgment. Sanction(s) for academic misconduct may include, but are not limited to, a failing grade on the test/assignment, failing grade for the course, or suspension or dismissal from the college. Policies and procedures for scholastic dishonesty or other non-academic disciplinary matters differ from these procedures and are addressed in procedures and regulations in Section 9 entitled "Student Conduct and Disciplinary Action" of this catalog.

### **Definition of Academic Misconduct**

Academic misconduct is considered to be an act contrary to academic and/or professional ethics. Examples of academic misconduct include, but are not limited to:

1. Copying from another student's test paper, reports, or computer files;
2. Using materials and/or devices during an examination which have not been authorized by the person in charge of proctoring the examination;
3. Giving or receiving assistance on examinations. This not only includes providing specific answers to subsequent examinees, but also involves providing or receiving information which would allow the student to have an unfair advantage in the examination over those students who did not possess such information;
4. Exchanging places with another person for the purpose of taking an examination or completing other assignments;
5. Using, buying, selling, stealing, transporting or soliciting in its entirety, or in part, the contents of an examination or other assignment not authorized for release;
6. Falsifying clinical logs, records, or reports (oral or written);
7. Plagiarism is defined as adopting, appropriating for one's own use and/or incorporating in one's own work, *without acknowledgement*, passages, tables, photographs, models, figures, and illustrations from the writings or works of others; presenting parts of passages of other's writing as products of one's own mind. The concept of plagiarism also extends to the copying of quiz, written, or lab practical examination questions, case studies, or clinical case scenarios used in the classroom or

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small group sessions, in any form or manner, including memorizing the material so it can be written down and passed on to others at a later time.

Plagiarism of testing materials is cheating, and constitutes an activity that is unprofessional and against the ethical tenets of the health professions. This notice is to inform students that the College of Health Professions reserves the right to utilize, with or without the students' knowledge, plagiarism detection services or software. Written work may be compared to a database of texts, journals, electronic and web sources including web sites that sell or distribute pre-written essays or term papers. The College reserves the right to use this plagiarism detection system at any time, on any work submitted by a student in any course.

8. Misrepresenting facts to cover up mistakes or omissions in clinical or academic settings;

9. Deliberately performing at less than maximum ability, or asking another student to do so, to alter the grading scale.

### **Academic Appeal Procedures**

The purpose of academic appeals is to provide students with an objective hearing of a wide range of issues related to the students' professional education. The appeal procedures below provide opportunities for students to request a review of recommendations and decisions made by the department faculty, submit information not previously available to the faculty, or suggest alternative remedies. Established school or program policies themselves cannot be appealed.

### **Appeal of Grades or Evaluations**

The procedures below are followed for appeal of academic matters including grades or other evaluations awarded for a course, assignment, project, examination, clinical procedure, clinical rotations, or other program-related performance including professional conduct and clinical judgment.

Meeting with the Course Instructor – Before initiating an appeal, the student must contact the course instructor to discuss the academic matter or grade within 3 business days of the occurrence. "Occurrence" is the notification of a student's grade or performance evaluation.

Step 1: Appeal to the Department Chair – If the matter is not resolved with the course instructor, the student may appeal in writing to the department chair within 3 business days following the meeting with the course instructor. If the instructor is the department chair, the student may appeal directly to the dean (Step 3, below). The written appeal should include:

1. Student's name
2. Nature of the occurrence
3. Date of the occurrence
4. Name of the course instructor(s) involved

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5. Summary of the student's meeting with the course instructor, including date, time, and outcomes
6. Student's rationale for the appeal

Step 2: Meet with the Department Chair<sup>1</sup> - Within 3 business days after submitting the written appeal to the Department Chair, the student is responsible for setting an appointment with the department chair to discuss the appeal. This meeting should occur as soon as feasible. The department chair's responsibilities include:

1. Investigating the facts and examining the evidence
2. Meeting with the course instructor(s) and student to clarify areas of dispute
3. Mediating a mutually-acceptable resolution, if possible
4. Documenting, in writing, actions taken to seek resolution

The department chair will notify the student and course instructor in writing of her/his decision within 3 business days following the final meeting with concerned parties.

Step 3: Appeal to the Dean<sup>2</sup> – If a mutually acceptable resolution is not achieved, or if the student wishes to appeal the department chair's decision, the student may submit a written request to the dean to review the merits of the student's appeal. The request must be submitted within 5 business days of the department chair's notification. The dean will review the student's appeal and the information and may solicit other information deemed appropriate for resolving the matter. The Dean will inform the student and the Department Chair in writing of the Dean's decision within 5 business days following the final meeting with concerned parties. The decision of the dean will be final and may not be appealed.

*Note: Timeframes in the appeal procedures are recommended intervals and may be modified as a result of weekends, holidays, vacation periods, and other circumstances.*

### **Appeal of Program-Related Penalties**

At times, the faculty may judge that it is in the best interest of the student, patients, education program, or public to recommend that penalties be assessed against a student. Such penalties may include probation, suspension, dismissal, repetition of course(s), or other penalties deemed appropriate under the circumstances. Reasons for penalties may include a variety of factors, e.g., poor academic performance, violations of professional standards of conduct, poor professional judgment, failure to demonstrate ethical behavior, etc. The following procedures are followed for appeal of program-related penalties:

Step 1: Initial Decision and Notification – The student will have been identified as performing below expectations in the education program, and the course instructor and/or the department's student progress committee (SPC)<sup>3</sup> may assess one or more penalties. It is recommended that the student be allowed to provide information related to the matter before the decision is made about penalties. If the proposed penalty is dismissal, the faculty must provide the student an opportunity for a personal hearing

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before the decision is reached. Minutes of the meeting in which the decision was made will summarize the allegations, facts, and rationale for the faculty's decision.

The department chair will notify the student in writing of the faculty and/or the SPC decision and the rationale, and inform the student about appeal procedures. Copies of the faculty/SPC meeting minutes and the notification to the student will be sent to the associate dean for academic affairs. If the student does not appeal the decision, the penalty becomes effective 5 business days after receipt of the department chair's notification. If the decision is dismissal, the student should complete the clearance process for the university unless he or she decides to appeal the decision. Completion of the clearance process is an indication that the student waives his or her right to appeal.

Step 2: Appeal to the Dean<sup>2</sup> – The student may appeal the faculty/SPC's decision by submitting a written request to the dean within 5 business days of receipt of the department chair's notification. The written appeal should include:

1. Date
2. Student's name
3. Specific reasons that the penalty assessed is deemed inappropriate, e.g., extenuating circumstances affecting the student's performance or behavior that the faculty/SPC was unaware of at the time of the decision, misapplication of department policy or procedure, etc.
4. Any documentation relative to the points of the appeal

Note: Documentation provided by the student or faculty/SPC after submission of the initial appeal is subject to review by the hearing officer (see Step 3, below). The hearing officer may disallow such documentation at the appeal hearing if he or she deems the documentation to be unrelated to the initial points of the appeal letter.

Step 3: Hearing Before the Appeal and Grievance Committee - Students in the College of Health Professions are afforded the opportunity to appeal penalties assessed for both academic and disciplinary reasons to the Appeal and Grievance Committee. The Appeal and Grievance Committee is appointed annually by the Dean and consists of at least one faculty representative from each department.

When the Dean receives an appeal from a student, the Dean will convene the College of Health Professions Appeal and Grievance Committee and appoint a hearing officer and hearing panel of at least 3 members of the committee to hear the student's appeal. The hearing officer and members of the hearing panel may not be faculty members in the student's department.

Hearing Officer and Hearing Panel - The hearing officer is the spokesperson for the hearing panel and is responsible for:

- Informing the student, hearing panel, dean, and other interested parties of the date and location of the appeal hearing at least 5 business days before the hearing. The

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student may request that the appeal hearing be scheduled with less than 5 business days' notice.

- Reviewing, in advance of the appeal hearing, any documentation submitted by the student relevant to the appeal. The hearing officer may request written documentation from other parties as deemed appropriate.
  - Conducting the hearing in a fair, unbiased manner.
  - Recording the testimony at the hearing in audio or video format in accord with university policy. The hearing panel's deliberation following testimony is not recorded.
  - Providing the dean with a written summary of the student's appeal, the hearing, and the hearing panel's recommendations.
- Providing the dean with a file of all evidence accumulated in the appeal process and all materials related to the appeal following the final disposition of the appeal.

The hearing panel is responsible for:

- Providing a fair, unbiased hearing of the student's appeal.
- Maintaining confidentiality of all documentation and deliberations related to the appeal and hearing.
- Making recommendations to the dean about the appeal and the penalty assessed by the faculty. The hearing panel may recommend that the dean support, reject, or modify the penalty.

Appeal Hearing Participants – The appeal hearing provides for an objective hearing of all facts related to the appeal and should include at a minimum the student and a spokesperson for the faculty. The hearing will be “closed” and confidential. Only individuals personally involved in the hearing will be permitted to attend and participate, including hearing panel members, the student, faculty representative, witnesses, and counsel, if desired. A representative of the dean's office or UAMS legal counsel may be available to provide advice on procedural and policy matters.

Witnesses – If called, witnesses will give only their testimony; witnesses may not be present in the hearing before or after their testimony is given. If the student and/or the faculty representative wish to call witnesses, they must inform the Hearing Officer of the names of the witnesses and a brief written summary of their relevant testimony at least 3 business days before the hearing. The hearing officer must inform each party of the witnesses that the other party plans to call at least 2 days before the hearing.

Procedures during the Hearing:

- The hearing officer will review the purposes of the hearing and procedures to be followed, and clarify the data-gathering and decision-making functions of the hearing panel. The hearing officer will orally read the student's appeal submitted to the dean. Only the concerns of the student presented in the written appeal will be discussed during the hearing.
- The student will present the issues and rationale for the appeal. The hearing panel may question the student. The student and faculty representative may question each other, at the discretion of the hearing officer.

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- The hearing officer will call witnesses as desired by the student and the faculty representative, and the hearing panel may question the witnesses. The student and the faculty representative may question the witnesses at the discretion of the hearing officer. At all times, it is the prerogative of the hearing officer to monitor and control the extent and degree of questioning and terminate it as her/his judgment dictates.
- Counsel of choice, if requested by the student, may be present to advise and support the student. The student must inform the hearing officer of the name of the counsel of choice, if one is desired, at least 3 business days before the hearing. The hearing is not intended to be adversarial in the sense of a court trial and, therefore, witnesses will not be “cross examined” as in a legal context. Counsel of choice may only confer with the student and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- If the student’s counsel of choice is an attorney, university counsel must also attend. The university’s counsel will observe the proceedings and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- When all testimony has been provided, all individuals except the hearing officer and hearing panel will leave the hearing room. The hearing panel will discuss the matters and may request additional information as deemed appropriate and necessary. Although it is desirable to conclude appeals expeditiously, the hearing panel may use as much time as necessary and reasonable to assess thoroughly and evaluate the appeal and related facts. If the hearing panel’s decision is delayed more than 5 days after the hearing, the hearing officer will notify the dean, student, and faculty of the delay. Following careful review of all information, the hearing panel will make a recommendation to the dean about the student’s appeal.
- The hearing officer will notify the dean of the hearing panel’s recommendation(s) within 5 business days of its final meeting on the appeal.
- The dean may concur with, modify, or reject the hearing panel’s recommendations. The dean will notify the student, department chair, hearing officer, and hearing panel in writing of his or her decision within 3 business days.
- The decision of the Dean is final and may not be appealed.

1 “Chair” may refer to the department chair or another person designated by the chair.

2 “Dean” may refer to the Dean or another person designated by the Dean, e.g., the Associate Dean.

3 Names of department committees that deal with student progression may vary.

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Approved: 11/99

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### **SUBJECT: CHP Non-cognitive Performance Standards**

**POLICY:** The Dietetic Intern will follow the non-cognitive performance standards of the College of Health Professions.

Non-cognitive performance standards are a set of principles reflecting the ethical foundation of health professions practice. The student must strive toward unquestionable integrity in all professional relations. In order to pursue this goal, students should demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. The following non-cognitive performance standards should be utilized as a guide toward these future goals.

Failure to comply with the requirements of any of the following standards or other policies in the College of Health Professions Catalog may result in a conference with the department chairman, dean, or designee, to discuss the difficulty. Should the problems warrant immediate action, the dean, or designee, may recommend the student be placed on disciplinary probation or dismissed from the College. Refer to the student disciplinary procedure in Student Conduct and Disciplinary Action located in Section 9 of this CHP Catalog. The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in the College of Health Professions:

**Attentiveness:** The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for class, labs, and clinics and stays until the end of time period. The student is alert during classes and demonstrates attentiveness by taking notes and asking appropriate questions.

**Demeanor:** The student has a positive, open attitude towards peers, faculty, and others during the course of studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

**Maturity:** The student functions as a responsible, ethical, law-abiding adult.

**Cooperation:** The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health care team, giving and accepting freely in the interchange of information.

**Inquisitiveness:** The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

**Responsibility:** The student has performance in his/her chosen health professions program as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

**Authority:** The student shows appropriate respect for those placed in authority over him/her both within the University and in society.



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**Personal Appearance:** The student's personal hygiene and dress reflect the standards expected of a professional health care provider.

**Communication:** The student demonstrates the ability to communicate professionally and effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

**Confidentiality:** The student exhibits respect for privacy of all patients and patients' family members. The student demonstrates restraint when utilizing social media (Twitter, Facebook, or other social media site) and, at no time, communicates information that could lead to exposure of patient identity. The student is aware that specific patient data discussed in a specified time frame may be sufficient information to identify a patient. The student follows all directives of the UAMS Social Media Policy found in this catalog.

**Professional Role:** The student conducts self as a professional role model at all times and in compliance with rules and regulations regarding professional conduct of the specific health profession in which one is enrolled. The student demonstrates the personal, intellectual, and motivational qualifications of a professional healthcare provider.

**Judgment:** The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

**Civility:** The student understands that civility is an authentic respect for others that requires time, attention, a willingness to engage in open communication, and the intention to seek agreement. The student demonstrates respect for all. The student will not harass any individual physically, verbally, psychologically, or sexually. The student exhibits respect for the institution they have chosen to attend by demonstrating written, verbal, and electronic communication that is diplomatic, non-threatening, and reflects accountability. The student follows all directives of the UAMS Social Media Policy found in this catalog.

**Moral Standards:** The student respects the rights and privacy of other individuals and does not violate the laws of our society.

**Ethics:** The student conducts self in compliance with one's professional code of ethics.

Revised: 5/21, 8/15

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Reviewed and CHP name change incorporated: 8/12

Added to DI Manual: 8/11

Approved by CHRP: 10/10

**POLICIES AND PROCEDURES  
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**SUBJECT: Credential Requirements for Admission**

**POLICY:** Applicants must submit all required credentials as part of the application process. Admitted students must provide documentation verifying a baccalaureate degree and an Accreditation Council for Education in Nutrition and Dietetics (ACEND) Verification Statement before being fully admitted into the Dietetic Internship Program.

This policy meets the requirements of the ACEND and the College of Health Professions (CHP).

**PROCEDURES:**

Application

1. Requirements for application to the UAMS/CAVHS Dietetic Internship are posted on the department's web site and included in the informational materials provided to potential applicants.
2. All of the following must be submitted to be considered for admission:
  - Application for Admission [through the Dietetic Internship Centralized Application System (DICAS) process]. The DICAS online application process includes submission of the following documents:
    - a. Official transcripts (From all schools attended)
    - b. Verification Statement or Declaration of Intent to Complete Degree Statement completed and submitted by applicant's DPD director
    - c. Three letters of recommendation (using the Academy of Nutrition and Dietetics forms)
    - d. Resume
    - e. Personal statement
  - In addition to the online DICAS process, applicants must submit the following materials postmarked no later than February 15th:
    - a. 1) **CHP Online Application** available at <http://healthprofessions.uams.edu/programs/dieteticsandnutrition/dietetic-internship/how-to-apply/>
    - b. \$40.00 non-refundable application fee (payable at the end of the online application)
    - c. Official GRE Score Report taken within the past 5 academic years sent directly from ETS to CHP Office of Student Affairs, institutional code number 6146.
    - d. Applicants who are not United States citizens or permanent resident aliens or those for whom English is not their native language must take the Test of English as a Foreign Language (TOEFL). A total score of at least 570 on the TOEFL or the equivalent score of 230 on the computer version, with no less than 55 on the paper version or 20 on

## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

the computer version in each of the three subtest scores (listening, structure/writing, and reading) that comprise the total score must be earned for the applicant to be eligible for consideration for admission. An official report of these scores must be received by the College of Health Professions prior to the date on which admission decisions are made for the program to which the applicant has applied. To obtain the Bulletin of Information to register to take the TOEFL, write directly to: The Education Testing Service, PO Box 6155, Princeton, New Jersey 08541-6155. The applicant should indicate on his/her application for the examination that results should be sent to institution code number #R6901-3. A student may petition for waiver of the TOEFL requirement if he/she has completed all primary, secondary, and higher education in the United States or one of its English-speaking protectorates. For more information on the TOEFL visit the web site at [www.toefl.org](http://www.toefl.org).

### After Acceptance

1. After match day, students who accepted an appointment to the program will be notified that the following items are required and must be received prior to the start date of the program.
  - a. Verification Statement from DPD program director with original signature
  - b. Official transcripts from all schools attended including transcripts reflecting completion of baccalaureate degree and any coursework completed and/or attempted since acceptance into the program  
Note: In the event a transcript will not be available until after the program start date due to recent course completion, the student must have a letter sent from the university registrar documenting the degree will be accepted with an official transcript to be sent as soon as possible.
  - c. Student Data Sheet and fee (submitted electronically through the GUS system).
2. Students will be notified individually in writing by U.S. mail or e-mail of any missing items in their file before the program start date.
3. Students who do not submit the required documents as outlined above will not be allowed to start the program and will lose their appointment in the Dietetic Internship Program.

Revised: 7/15, 6/14, 7/13, 7/12, 7/11, 6/10

Reviewed: 7/17, 7/09, 7/08

Revised: 6/07

Reviewed: 7/06,6/05

Approved: 4/05

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Criteria for Graduation from the Dietetic Internship**

**POLICY:** Interns must meet minimum requirements for courses, grades, supervised practice experiences and participate in the departmental and campus-wide graduation ceremonies in order to successfully complete the program. The dietetic internship does not grant credit or supervised practice hours for prior learning (coursework, work or volunteer experience, etc.) toward the program requirements.

**PROCEDURES:**

**Course and Grade Requirements**

1. The Dietetic Intern must **complete** all required courses in the program with a grade of **“B” or above** in order to be eligible for graduation from the Dietetic Internship.
2. Interns will be advised regarding each course they are enrolled in by midterm each semester. During the advising session, grades will be reviewed and students will be counseled if a course grade is below a “B”. Counseling will include a plan developed by the faculty and student to improve performance in the class. This may include, but is not limited to, tutoring sessions with faculty, additional homework assignments or additional supervised practice hours.
3. For interns who fail to achieve a grade of a “B” or greater by the end of the course, the Director will recommend to the Department Chairman and Associate Dean that the intern be placed on academic probation. The intern will be notified verbally and in writing if placed on probation.
4. For interns on academic probation, a remedial plan of course work and/or supervised practice experiences will be developed with deadlines to allow the Intern an opportunity to achieve the minimum course grade of “B”. Interns on academic probation at the end of the second semester will require a program extension in order to fulfill the objectives outlined in the remedial plan.
5. Failure to achieve the remedial plan objectives by the established deadlines will result in failure of the course and of the internship. Interns with minimal chances of success in the program will be counseled into career paths that are appropriate to their ability.

**Supervised Practice Requirements**

1. The Intern must successfully achieve all competencies and complete all assignments for the supervised practice rotations within the practicum courses. If the intern fails a supervised practice rotation due to inability to achieve the competences, a remedial plan will be developed to provide one opportunity to repeat

## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

the supervised practice rotation. Failure to achieve the remedial plan objectives will result in failure of the practicum course and of the internship.

2. No more than two rotations per semester/practicum course can be repeated.
3. Points will be deducted from the course grade for repeated practicum experiences.
4. Interns must score  $\geq 80\%$  on all rotation examinations in the practicum courses to pass. Interns with a score below 80% on a post rotation exam will meet with the faculty and develop a remedial plan to improve performance on a make-up exam. Students will be given one opportunity to be re-tested over the material. If the intern scores less than 80% on the examination a second time, the intern will fail the course and the internship.
5. Interns must complete the procedures for processing out of the UAMS and CAVHS systems once the supervised practice experiences within the practicum course are complete. The Director and Co-Director will provide instructions on the procedures for processing out of the systems. Submission of documentation to the Commission on Dietetic Registration (CDR) will be delayed until Interns have adequately processed out at the end of the program.

### **Clinical Staffing Requirements**

Interns must successfully complete two weeks of clinical staffing in the spring semester to graduate from the internship. Successful completion of the clinical staffing rotation includes a passing evaluation from the preceptor and completion of the case study assignment following the criteria outlined by the faculty. If the intern does not successfully complete all requirements of clinical staffing, the intern will be given one opportunity to repeat the experience. Interns who have to repeat clinical staffing will require a program extension. If the intern does not pass clinical staffing on the second attempt, the student will fail the internship.

### **Commencement Requirements**

1. Interns are required to participate in the departmental and campus-wide graduation ceremonies in order to complete the program.
2. A written request must be submitted to the Internship Director and Co-Director at least 30 days before commencement if a student will be unable to attend.
3. The Director and Co-Director must agree that the student has a legitimate excuse for missing commencement in order for the request to be granted.

### **Timeline for Meeting Program Requirements**

## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

Dietetic interns are expected to complete the program requirements in 40 weeks. Extensions for program completion will be considered for remediation and medical reasons on a case by case basis by the Dietetic Internship Director, Co-Director, Department Chair and the CHP Associate Dean. In order for a program extension to be considered, the intern must submit a written request within one week of returning to the program due to medical reasons or within 24 hours of signing the remediation plan document (see “Disciplinary Action” Policy for a description of the remediation plan document). If the program extension request is for medical reasons, the request must be accompanied by documentation from the intern’s physician stating the absence was medically necessary. Students granted a program extension for remediation of academic deficiencies will be placed on academic probation (see “Disciplinary Action” Policy). If a program extension is granted, the intern and Director/Co-Director will develop a plan with a timeline and deadlines to complete the remaining program requirements. Dietetic interns granted program extensions for any reason must successfully complete all program requirements within 52 weeks of the program’s original start date. Thus, a maximum of 12 additional weeks may be granted to successfully complete program requirements. Interns will not receive stipend money in cases of program extensions. Interns that are granted a program extension will be assigned an “incomplete” grade in the outstanding course(s). If the course requirements are successfully achieved within the 52-week timeframe, the grade will be changed from an “incomplete” to the passing grade earned by the intern. If the intern is unable to successfully achieve the course requirements within the 52-week timeframe, the grade will be changed from an “incomplete” to an “F” and the intern will be terminated from the program.

### **Documentation of Successful Completion of Program Requirements**

Upon successful completion of all program requirements, the Director will provide the interns with the following: 1) a minimum of five Accreditation Council for Education in Nutrition and Dietetics (ACEND) Verification Statements certifying successful completion of the program (additional Verification Statements may be requested by the intern after graduation by contacting the Dietetic Internship Director), 2) a Post-Baccalaureate Certificate in the Dietetic Internship with official signatures, and 3) submission of the intern’s eligibility paperwork for the Registration Examination for Dietitians to the Commission on Dietetic Registration.

Revised: 6/2020

Revised: 5/19

Revised: 7/17

Reviewed: 7/15

Revised: 6/14

Reviewed: 7/13

Reviewed: 7/11

Reviewed: 7/08

Reviewed: 7/06,6/05

Reviewed: 7/02,6/01,1/00

Revised: 8/12

Revised: 6/10, 8/09

Revised: 7/07,6/07

Revised: 7/04,6/03

Revised: 8/96

## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Supervised Practice Rotation Schedules**

**POLICY:**

Interns will be assigned to practicum rotations in clinical/community dietetics and food service systems/management in a variety of settings. The primary training sites include UAMS, CAVHS, Arkansas Children's Hospital and the Arkansas Department of Health. Affiliations with a number of other community and private facilities in Central Arkansas and surrounding areas provide additional rotation sites. The dietetic intern will be assigned a preceptor for each rotation.

The purpose of the supervised practice rotations is for Interns to develop the competencies required to become entry-level dietitians. Thus, Interns are in training and are not intended to provide staff relief or replace employees in the facilities they are assigned.

Rotation assignments will be made prior to the rotation by the Director/Co-Director and additional assignments may be given by preceptors during the rotations. Assignments are designed to enhance the supervised practice experiences for Interns.

Rotations are typically scheduled on Tuesday through Friday. However, a student may be scheduled for any day of the week. If an intern works a weekend day, the Director/Co-Director will schedule a day off for the intern to compensate, unless the weekend work was to make up hours the intern missed from the regular schedule.

Interns will follow the schedule of the facility they are assigned and are expected to serve as role models for employees at the institution by adhering to facility policies. For example, some facilities may require 8.5-hour days (8 hours for work, 0.5 hours for lunch) while others may require a 9.0-hour days (8 hours for work, 1 hour for lunch and breaks). Interns should not expect to leave early if they were unable to take a break.

Dietetic Interns found in violation of facility policies (*i.e.* leaving the facility without permission, refusing to complete patient care as assigned) will be subject to disciplinary action by the internship program which could include a warning, counseling, suspension, probation or dismissal from the program. The intern may also be excused from the facility and be required to re-take the rotation at another site.

Interns are expected to arrive at the location and time designated by the preceptor each day and remain at the site until they have been excused by the preceptor at the end of the workday. Interns will be given a tentative workday schedule, but they are expected to remain in the assigned areas until all tasks are completed and work the same hours as the preceptor. Unexpected problems and/or patient needs may arise at the end of the workday. In such cases, Interns are expected to remain to complete all essential tasks even if it is later than the expected quitting time.

**POLICIES AND PROCEDURES  
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**PROCEDURES:**

1. The Intern will be given a Rotation Schedule and a list of assigned preceptors with contact information at the beginning of each semester.
2. The week prior to a scheduled rotation, the Dietetic Intern will contact the assigned preceptor for the rotation.
3. The Intern is responsible for establishing a meeting place and time with the preceptor on the first day of the rotation and to obtain any other information needed prior to the rotation such as materials to bring and dress code for the facility.
4. If the preceptor is not immediately available, the intern should leave a message requesting confirmation of the specific details of the rotation.
5. In the event the assigned preceptor cannot be reached (in meetings, sick, on vacation) until the week of the rotation, the Intern should notify the Director/Co-Director of the Internship Program to determine the course of action.
6. In the event that the Preceptor is out the day of the scheduled rotation (sick, etc) and the facility has not assigned another preceptor, the intern must report this as soon as possible to the Director/Co-Director. The Director/Co-Director will provide the Intern with instructions for another placement or additional assignments.
7. The Intern must request permission from the Preceptor prior to leaving the rotation site (*i.e.* going out for lunch, appointments). The Preceptor must be notified by the Intern when leaving the site and upon return. Failure to notify the Preceptor will result in disciplinary action by the internship program and possible dismissal from the rotation site.
8. The Intern will report daily to the Preceptor specific tasks completed or not completed prior to leaving the work area.
9. Assignments are to be completed in a neat, accurate manner. It is the Intern's responsibility to clarify assignment deadlines with the Preceptor. The Preceptor will have the intern redo assignments or clinical tasks that have not been done satisfactorily prior to the intern leaving the area. The Preceptor will set a timeline for the work to be completed. Preceptors will note the requirement to rework assignments on the final evaluation for the rotation.
10. Interns who do not turn in completed assignments by the established deadline will have points deducted from the grade for the rotation. Missing more than three deadlines in a semester is considered excessive and will result in disciplinary action.

Revised: 7/17; Reviewed: 7/15, 6/14, 7/13; Revised: 8/12; Reviewed: 7/11, 6/10; Revised: 7/09;  
Reviewed: 7/08 Revised: 7/07,6/07; Reviewed: 7/06,6/05; Revised: 7/04,6/03; Reviewed: 7/02;  
Revised: 6/01;Reviewed: 1/00,8/99; Revised: 8/96



## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** Evaluation of Dietetic Interns in Practicum Experiences

**POLICY:** The purpose of the evaluation of dietetic interns is two-fold: 1) to help the intern identify strengths and weaknesses and 2) to determine the intern's progress toward acquiring entry-level competencies.

Preceptors and interns participate in the performance evaluation of the achievement of rotation objectives and competencies at the end of each rotation.

### **PROCEDURES:**

1. Prior to each rotation, interns and preceptors will be provided rotation- specific evaluation forms to evaluate the intern's progress toward the rotation's competencies and learning objectives.
2. The preceptor should verbally discuss with the intern any deficiencies in the intern's performance throughout the rotation so that the intern has the opportunity to make improvements. Deficiencies may be related to any aspect of the intern's performance including academics or professional conduct.
3. The preceptor should notify the Director/Co-Director immediately if an intern's performance deficiencies are severe enough to result in the intern failing the rotation. In such cases, the Director/Co-Director will determine the course of action for the intern.
4. Interns will be provided with a written evaluation of their performance for each rotation by their primary preceptor within one week of completing the rotation, unless special circumstances prevail. The evaluation will include a rating of the intern's demonstrated competencies and professional performance during the rotation. Any deficiencies the preceptor discussed with the intern during the rotation should be documented on the evaluation form.
5. Preceptors should verbally review the written evaluation with the intern. Interns may write comments regarding the rotation or evaluation on the evaluation form, as well. After all documentation has been made by the preceptor and intern on the evaluation form, both the preceptor and intern must sign the evaluation form. Signing the evaluation form signifies the preceptor and intern reviewed the evaluation form. The intern's signature does not indicate the intern's agreement with the preceptor's evaluation. Interns have the opportunity to evaluate the rotation/preceptor on a separate form (refer to the "Intern Evaluation of Rotation/Preceptor" Policy).
6. Interns must achieve a score of 2 (satisfactory) or higher on the core competencies and on the rotation-specific competencies to pass each rotation. If an intern fails a rotation due to inability to achieve the minimum scores on the core and/or rotation-specific competences, a remedial plan will be developed by the Director/Co-Director to provide one opportunity to repeat the rotation. If the intern successfully completes the remedial plan and passes the rotation, a "B" will be the highest grade that can be achieved in the practicum course. Repeating a rotation may result in additional hours of training or an extension of the program. If the intern does not successfully

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complete the remedial plan and fails the rotation a second time, the intern will fail the course and be terminated from the program.

7. For Clinical/Community rotations, the preceptor will submit the signed evaluations to the Director. For Food Service Systems/Management rotations, the preceptor will submit the signed evaluations to the Co-Director.
8. Clinical/Community evaluations will be stored in the intern's file in the Director's office in the Department of Dietetics and Nutrition at UAMS. Food Service Systems/Management evaluations will be stored in the intern's file in the Co-Director's office in the North Little Rock, Veterans Administration Hospital.
9. At the end of each semester, the Co-Director will forward the evaluations to the Director to be placed in the interns' academic files.
10. Academic files will be maintained for students for five years or until the next site visit, whichever is longest.

Revised: 7/20, Revised: 7/17, 7/15, 7/14, Reviewed: 7/13, Revised: 8/12, 7/11, Reviewed: 6/10, 7/09, 7/08, Revised: 6/07, Reviewed: 7/06,6/05, Revised: 7/04,6/03, Reviewed: 7/02,6/01,1/00,8/99, Revised: 8/96

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**SUBJECT:** Intern Evaluation of Rotation/Preceptor

**POLICY:** The purpose of the evaluation of rotation/preceptor is to allow interns to comment on the following: 1) the extent of completion of the learning objectives outlined at the beginning of the rotation, 2) the most beneficial experiences of the rotation, 3) the least beneficial experiences of the rotation, and 4) recommendations for change.

**PROCEDURES:**

1. Interns are required to evaluate all rotations on a separate evaluation form administered by and returned to the Director/ Co-Director at the end of each rotation.
2. Interns must complete the evaluation within one week of completing the rotation.
3. If desired, the intern may verbally discuss rotations/facilities/preceptors with the Director/Co-Director and/or provide additional written comments in a memo to the Director/Co-Director following the rotation if the intern feels issues exist that need immediate attention.
4. All written comments submitted by interns regarding rotations/facilities/preceptors will be filed in the intern's academic file with other evaluations.
5. All evaluations will be reviewed by the Director/Co-Director.
6. The Director/Co-Director will analyze these data on an ongoing basis.
7. Summative data will be provided at the end of the internship year to each facility/preceptor who was evaluated by >2 interns.
8. Any trends identified for areas of improvement will be discussed with facilities/preceptors by the Director and Co-Director.

Revised: 7/17, 7/15, 7/14

Reviewed: 7/13

Reviewed: 8/12

Approved: 8/11

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Security and Confidentiality Statement**

**POLICY:** The Intern will sign a Security and Confidentiality Statement at each of the healthcare facilities that require a statement from students. The Intern is expected to abide by all policies and procedures related to security and confidentiality of patient information, employee information, budgetary data, planning information, or personnel information. The Intern will not discuss professional or nonprofessional staff from one facility with another facility.

Working closely in a facility with confidential information, data, and proposed or actual actions, the Intern will often learn about personnel and activities of the institution. The importance of maintaining confidentiality and security of information cannot be overemphasized. The healthcare environment is one of an informational world. Information can easily be stored, recalled, exploited and must be released only to those with an approved and documented need-to-know status. Employees and students have the responsibility to maintain the security and confidentiality of information.

**PROCEDURES:**

1. The Dietetic Intern will sign the University Hospital Security and Confidentiality Statement and the CAVHS Confidentiality Statement at the beginning of the internship program.
2. All Interns will receive HIPPA Training as part of the orientation process from UAMS and CAVHS.
3. Upon assignment to any other facility with a requirement for a security and confidentiality statement, the Intern will sign that particular institution's statement form. The Intern will ask for a copy of the statement to sign upon entering a new facility that requires employees to sign such a statement. Should the institution not have its own policy and procedure, the Intern will continue to operate under the auspices of the UAMS/CAVHS Policy.
4. In the small professional group of dietitians who provide learning experiences to Dietetic Interns, the Intern is cautioned against providing information about a person or clinical preceptor at another institution. What is overheard or seen at a facility should remain at that facility.
5. Interns are advised that they may answer questions about their learning activities at other institutions, but should not divulge their own opinion or other staff members' opinions about a given individual or individuals. Budgetary constraints, personnel

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actions, patient and cafeteria revenue, and the staff's personal difficulties are examples of information that should not be carried to another institution.

6. Avoid discussing personal problems or experiences with preceptors. Networking is a major advantage (or disadvantage) of the internship.
7. If you have difficulty with an individual or group at a facility, you may bring your concerns to the Internship Director or Co-Director.
8. Due to the confidential information in the clinical settings, interns may not have visitors in the clinical areas. Visitors or family may meet with the intern during breaks in the site's cafeteria or public areas.
9. Facility computers may not be used for personal business reasons without the approval of the preceptor. This includes but is not limited to checking personal e-mails, browsing websites, etc.

Revised: 7/17  
Reviewed: 7/15  
Revised: 6/14  
Reviewed: 7/13  
Revised: 8/12  
Reviewed: 7/11, 6/10, 7/09, 7/08  
Revised: 7/07  
Reviewed: 7/06,6/05  
Revised: 7/04,6/03  
Reviewed: 7/02,6/01,1/00,8/99  
Revised: 8/96

**POLICIES AND PROCEDURES  
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**SUBJECT: COVID-19 (Coronavirus Disease 2019)**

**POLICY:** Interns will abide by the UAMS Guidelines for Academic Activities.

**PROCEDURES:**

4. Interns are required to complete COVID-19 Trainings on MyCompass and Blackboard New Student Compliance Course.
5. Interns will follow the COVID-19 procedures as set forth by UAMS throughout the duration of the program, including but not limited to:
  - a. Wearing masks
  - b. Social distancing
  - c. Entrance screening procedures
6. If an Intern is tested for COVID-19, the Intern will call Student/Employee Health immediately and follow their procedures appropriately. The Intern will email the Program Director immediately to share quarantine instructions.
3. Failure to abide by the UAMS Guidelines for Academic Activities will result in disciplinary action which could include counseling, suspension, probation or dismissal from the internship.

Approved: 8/2020

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**SUBJECT: Tardiness and Absences**

**POLICY:** Interns shall be in all rotations, classes or assigned areas for the entire duration of the activity unless they have an excused absence.

**DEFINITIONS:**

Excused Absence: An excused absence is one that occurs due to a legitimate, unavoidable event and does NOT result in punitive action. Examples of excused absences include, but are not limited to, illness and death in the family. Excused absences will be determined by the Director/Co-Directory on a case-by-case basis. Interns are responsible for notifying the Director/Co-Director and Preceptors of an absence as soon as possible. When possible, absences should be approved by the Director/Co-Director in advance.

Unexcused Absence: An unexcused absence is one that occurs for a reason not deemed legitimate and unavoidable by the Director/Co-Director. Examples of unexcused absences include, but are not limited to, missing class or a rotation for travel unrelated to the internship and work outside the internship. Unexcused absences result in punitive action that includes 1) a verbal warning for the first occurrence, 2) written warning for the second occurrence, 3) probation for the third occurrence and 4) dismissal from the program for more than 3 occurrences.

Time missed for both excused and unexcused absences must be made up. The Director/Co-Director will work with the student to come up with a plan to make up missed time. During the clinical semester, one make-up day will be worked into the calendar. If absences exceed eight hours, make-up hours may be assigned during the week after regular work hours and/or on weekends. Interns are responsible for completing ALL learning activities, regardless of the reason for the absence.

**PROCEDURE:**

1. Interns must complete an absence form for time missed in class or rotations. The absence form should be submitted in advance, when possible. If unexpected absences occur, students must submit the absence form to the Director/Co-Director within 24 hours after returning. The Director/Co-Director will determine if absences are excused and that will be indicated on the absence form and communicated to the student. Absence forms are filed with students' permanent records. Students who fail to submit an absence form within the timeframe stated above will receive an unexcused absence for the occurrence, regardless of the reason for the absence.

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2. If the Intern becomes ill prior to reporting for duty at a facility, he/she must contact the Director or Co-Director and the Preceptor. The intern may request that the Director/Co-Director notify the Preceptor if they cannot be reached.
3. If an Intern is absent because of illness, he/she is required to contact the Director/Co-Director and Preceptor daily.
4. If the Intern becomes ill while on duty, the Intern should inform the Preceptor and Director or Co-Director. If an Intern is sent home due to illness by the preceptor/facility, it is the Intern's responsibility to notify the Director or Co-Director and to complete an absence form. Preceptors may advise an Intern to leave the facility if the Intern's health is detrimental to patients or employees.
5. Dietetic Interns will **NOT** be excused early for holiday travel.
6. No excused absences will be granted during spring clinical staffing experiences or the last week of the Internship except for emergencies. An absence during the clinical staffing experience could result in an extension of the program.
7. Dietetic Interns will follow the rotation facility's procedures regarding an illness involving communicable diseases and patient/employee contact (i.e. students cannot work with a communicable illness).

Revised: 6/19

Revised: 7/17

Reviewed: 7/15

Revised 7/14

Revised: 7/13

Revised: 8/12

Reviewed: 7/11, 6/10, 7/09, 7/08,7/07,7/06,6/05

Revised: 7/04,6/03,7/02

Reviewed: 6/01

Revised: 7/00

Reviewed: 8/99,1/00

Approved: 8/96



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**ABSENCE REQUEST**

**TOP PORTION TO BE COMPLETED BY THE INTERN**

Intern's Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Activities Missed (check all that apply):

Class \_\_\_\_\_

Rotation \_\_\_\_\_

Other (please list) \_\_\_\_\_

List total number of hours missed: \_\_\_\_\_

Proposed plan to make-up hours (requires approval of Director/Co-Director):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
-----

\_\_\_\_\_  
Dietetic Intern's Signature

\_\_\_\_\_  
Date

**BOTTOM PORTION TO BE COMPLETED BY DIRECTOR/CO-DIRECTOR**

\_\_\_\_ Approved

\_\_\_\_ Not approved

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Director/Co-Director's Signature

\_\_\_\_\_  
Date

**POLICIES AND PROCEDURES  
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**SUBJECT: Dress Code**

**POLICY:** Dietetic Interns are expected to maintain a professional business appearance for all rotations. It is the responsibility of the Dietetic Intern to know and follow the dress code policy at each facility they are assigned.

**PROCEDURES:**

A. Dress for Production and Supervision Rotations

1. Interns are expected to wear professional dress with lab coat and name badge during the Production and Supervision Rotations.
2. Hairnets or disposable bonnets must be worn when in the production/service areas. Beards and sideburns must be covered.
3. Closed toe, low heeled, leather shoes with non-skid soles are required.
4. Only simple jewelry may be worn, such as watch, wedding rings and small post earrings.
5. Artificial nails and fingernail polish are not allowed, fingernail length cannot exceed  $\frac{1}{4}$ ".

B. Dress for All Other Rotations

1. Nametags must be visible and worn at all times.
2. Only long white lab coats are permitted for the rotations that require lab coats. Lab coats should be clean and pressed. Professional dress should be worn under lab coats.
3. Professional dress is required at most facilities. Below are some general guidelines for professional dress. Some facilities may have policies that contradict the items below. Always follow the dress code policies for the facility you are at.
  - a. For Women:
    1. Professional options may include dress pants or skirts with a blouse or sweater, skirted or pant suits and dresses.
    2. "Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work.

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Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.”

[http://humanresources.about.com/od/workrelationships/a/dress\\_code.htm](http://humanresources.about.com/od/workrelationships/a/dress_code.htm)

3. Spaghetti straps and sleeveless tops and dresses are prohibited unless covered by a jacket, sweater or lab coat.
  - b. For Men:
    1. Dress trousers and a short- or long-sleeved professional-style shirt with a collar are required. Shirts should be tucked in unless designed to be left out as part of a specific uniform.
    2. Mustaches, beard, goatees and other styles of facial hair are acceptable as long as they are neatly trimmed and do not present an unpolished appearance
  - c. Some facilities may allow Dietetic Interns to wear scrubs. If scrubs are worn they should fit properly, be laundered and be free of wrinkles.
  - d. Cotton twill pants such as Dockers or khakis are permitted if they are neatly pressed and appear to be professionally laundered.
  - e. Jeans, cargo-style pants, t-shirts, leggings, shorts, sweat pants, clothing intended for exercise and sleepwear and flip flops are not permitted.
  - f. Necklines, waistlines and skirt length should be professional. Clothing that reveals too much cleavage, your back, your chest, your shoulders, your thighs, your stomach or your underwear is prohibited.
  - g. Hats and caps not required for a specific job function should not be worn.
4. Jewelry
    - a. Only simple jewelry may be worn.
    - b. Earrings should be smaller in diameter than a nickel and should not dangle more than one inch below the ear lobe.
5. Personal Grooming and Hygiene
    - a. Antiperspirant or deodorant should be worn at all times.
    - b. Dietetic Interns should not smell of offensive odors including cigarette smoke.

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- c. Perfume, scented lotions and other scented products are prohibited.
  - d. Nails should be clean and well-groomed at all times.
6. Hair
- a. Hair should be confined if it falls forward over the face while working.
  - b. Hair color should be natural-looking, well-maintained and appropriate. Extremes in dyeing, bleaching or coloring is prohibited.
9. Intentional body alteration or modification for the purpose of achieving a visible, physical effect that disfigures, deforms, or similarly detracts from a professional image is prohibited. Examples include, but are not limited to visible tattoos, brands, body piercing (other than traditional ear piercing), nose piercing, tongue piercing or splitting, tooth filing, earlobe expansion and acquiring visible, disfiguring skin implants. Unacceptable piercings and tattoos should be concealed. Spacers or retainers are not permitted in any visible body piercing during work hours. Jewelry should not be worn in non-visible piercings if it poses a safety risk.

**C. Dress for Class**

- 1. UAMS nametags are to be worn on class days.
- 2. Jeans may be worn on class days. Jeans must be clean, neat and free of holes.
- 3. Clothing that reveals too much cleavage, your back, your chest, your shoulders, your thighs, your stomach or your underwear is prohibited.
- 4. If Interns must go to a rotation site on a class day, professional dress as outlined above is required.

Reviewed: 7/17  
Revised: 7/15  
Reviewed: 6/14  
Revised: 7/13  
Revised: 7/12  
Reviewed: 7/11, 6/10  
Revised: 7/09, 7/08  
Reviewed: 7/07,7/06  
Revised: 6/05  
Reviewed: 7/04  
Revised: 6/03,7/02,6/01  
Reviewed: 1/00,8/99  
Written: 8/96

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Attendance at Professional Meetings**

**POLICY:** Dietetic Interns may be required to attend professional meetings and workshops to enrich learning experiences.

**PROCEDURES:**

1. As a part of the Dietetic Internship Program, interns will attend one or more days of the spring meeting of the Arkansas Academy of Nutrition and Dietetics. Field trips, other professional meetings, and workshops may also be planned and attended as a part of the learning experiences for the internship program.
2. Transportation and other costs of meetings are the responsibility of the Intern.
3. The Intern must obtain permission from the Director or Co-Director to attend other educational meetings. The written request should be submitted with an accompanying program to the supervising dietitian who will be the Preceptor at the time of the actual meeting and the Director / Co-Director within one week of the meeting.
4. If permission is granted, the Preceptor, Director, or Co-Director will advise the Intern on compensatory time, if required.
5. Interns are required to attend the Department of Dietetics and Nutrition's monthly nutrition seminars unless otherwise noted.

Revised: 7/17  
Reviewed: 7/15, 6/14  
Revised: 7/13  
Revised: 8/12  
Reviewed: 7/11, 6/10, 7/09, 7/08  
Reviewed: 7/07, 7/06, 6/05, 7/04  
Revised: 6/03  
Reviewed: 7/02, 6/01, 1/00, 8/99  
Approved: 8/96

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Grievance Procedures**

**POLICY:** The UAMS/CAVHS Dietetic Internship follows the UAMS Grievance Procedures as outlined in the CHP Catalog. Two types of grievances are recognized. One type is related to discrimination complaints based on race, color, national origin, disability, sex, or age. The other type is a general student grievance procedure to review a complaint of unfair treatment.

The Dietetic Intern may file a grievance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics after all other options with the program and institution have been exhausted. Only grievances related to the ACEND Standards may be filed with ACEND.

ACEND  
120 South Riverside Plaza, Suite 2190  
Chicago, Illinois 60606  
800/877-1600 ext. 5400.

**PROCEDURES:**

1. The CHP Grievance Procedures are completely outlined in the CHP Handbook.
2. If requested, the Director will provide information on the procedures for filing a grievance with ACEND. The Dietetic Intern may also contact the Academy of Nutrition and Dietetics either in writing or by phone at the address and phone number listed above.

Revised: 8/20  
Reviewed: 7/17, 7/15  
Revised: 6/14  
Reviewed: 7/13  
Revised: 8/12  
Reviewed: 7/11, 6/10, 7/09, 7/08, 7/07, 7/06  
Revised: 6/05  
Approved: 7/04  
Revised: 6/03  
Reviewed: 7/02, 6/01, 8/00, 1/00  
Approved: 8/96

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Student Request for Special Accommodations**

**POLICY: The Dietetic Internship will follow the UAMS Academic Affairs Policy #2.2.5 (11/23/14).**

Purpose: UAMS embraces the philosophy of inclusion and strives to reflect diversity in its staff, faculty and student body. Consistent with this philosophy is the belief that all students are entitled to equal and appropriate access in the educational experience and a friendly and supportive environment for learning. As such it is the practice and policy of UAMS to provide reasonable accommodations to all students in order for the student to be accorded equal access to or participation in the services, programs, and activities of the University.

Policy: If the student intends to seek accommodation for a disabling condition, whether in the classroom, practice or any educational service or practice setting, this request must be made by the student to the designated college representative or committee of all colleges in which the student is enrolled. A student accommodation request form must be completed and submitted to each college in which he/she is enrolled, in a reasonable timeframe prior to the beginning of the semester and/or clinical or practice rotation, or immediately upon determination by the student that an accommodation is or will be desired if the semester or rotation has begun. Documentation that supports the need for accommodation of a disability may be requested by the college(s).

Many education programs at UAMS educate health care providers and practitioners in fields that often have physical requirements to be licensed, certified or to practice in these areas. Therefore, the education programs themselves typically have technical standards that students must meet to be eligible for the degree program. Determinations by the designated college representative(s) will take into account established technical standards and physical requirements established by the programs.

The designated college representative or committee will determine if an accommodation is warranted and will notify the student of the decision within 10 business days. If the an accommodation is warranted, the college representative(s) will also notify the appropriate faculty in the student's college(s) and course and program directors, as necessary to ensure that the approved accommodation is provided throughout the student's course of study. Unless it is a short-term, temporary accommodation, students need not reapply in subsequent semesters; the determination remains valid until the student completes the degree program in which he/she is enrolled, or until he/she notifies the college representative(s) that the accommodation is no longer necessary. If a short-term, temporary accommodation is needed, it will be documented on the Student Accommodation Request Form, to include the expected termination date.

If the request for an accommodation has been approved and the student and college official(s) cannot agree upon a plan to implement the approved accommodation, the student may request a meeting with the designated college official(s), to discuss options

## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

for an implementation plan. Upon agreement of a plan and/or related decision, the designated college representative will notify the Dean(s) and provide a copy of the determination to the Enrollment Services and Academic Administration office, for reporting purposes.

If the request for an accommodation is denied by the designated college representative(s), the student may appeal this decision to the Dean(s) of the college(s) in which he/she is enrolled. The Dean(s) will notify the student of the decision regarding the appeal with 10 business days of the receipt of the request.

The University of Arkansas for Medical Sciences is committed to providing educational opportunities to all qualified students regardless of their economic or social status and will not discriminate on the basis of disability, race, color, sex, creed, veteran status, age, marital or parental status, or national origin. UAMS observes all applicable Federal, state, and local laws, regulations and rules to include but not be limited to, Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act of 1990 (Title II), and their implementing regulations and guidance.

In the College of Health Professions, student accommodation request forms should be submitted to the Associate Dean for Academic Affairs, located in the CHP Dean's Office.

Reviewed: 7/17  
Revised: 8/15  
Reviewed: 6/14  
Reviewed: 7/13  
Revised: 8/12  
Reviewed: 7/11, 6/10, 7/09, 7/08, 7/07, 7/06  
Revised: 6/05  
Reviewed: 7/04  
Approved: 6/03  
Written: 6/03



**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: DRUG TESTING AND CRIMINAL BACKGROUND CHECKS**

**POLICY:**

All Dietetic Interns are required to have a current background check from an agency approved by the College of Health Professions at UAMS and the Veterans Healthcare System. Additionally, UAMS requires all dietetic interns to pass a drug test prior to the start of the program. UAMS may also conduct random drug testing at any time during the program. Dietetic Interns are required to comply with all requests for drug testing and test results must be negative for interns to continue in the program.

**PROCEDURES:**

1. Students will receive instructions for getting background checks and drug testing prior to the start of the program from the College of Health Professions at UAMS and the Veterans Healthcare System.
2. An offer of admission to the program will not be final until the completion of the background check and drug test with results deemed satisfactory by the administration at UAMS and the Veterans Healthcare System.
3. Admission may be denied based on the results of the background check and/or drug test.
4. Dietetic Interns may be asked to submit to random drug testing at any time during the program. Failure to comply with the test or a positive screen will result in immediate termination from the program.
5. Some outside facilities may require additional background checks and drug testing. Interns must comply with all requests in order to remain in the program.

Reviewed: 7/17, 7/15

Revised: 6/14

Reviewed: 7/13

Revised: 8/12

Reviewed: 7/11, 6/10, 7/09, 7/08,7/07,7/06

Approved: 6/05

## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Disciplinary Action**

### **POLICY:**

Disciplinary actions are methods used to address interns' behaviors that do not meet the expectations of the UAMS/CAVHS Dietetic Internship Program, the Academy of Nutrition and Dietetics Code of Ethics and/or the College of Health Professions at UAMS. Causes for disciplinary action include, but are not limited to, academic deficiencies and professional misconduct. Disciplinary action may involve the following: 1) an oral warning, 2) a written warning, 3) probation from the program, and/or 4) termination from the program. Serious offenses can result in immediate termination from the program without being proceeded by an oral warning, written warning or probation. Examples of serious offenses include, but are not limited to, stealing, disregard for patient well-being, harassment/ threats, or a positive drug screen.

### **PROCEDURES:**

#### **Remediation Plans**

A remediation plan that includes a timeline for achievement of program competencies will be developed by the Director/Co-Director for interns not achieving the minimum academic requirements. The Director/Co-Director will review the remediation plan with the intern verbally and in written form. Both the intern and Director/Co-Director must sign and date the remediation plan document.

Instances in which a remediation plan will be developed include: 1) failing a rotation in the practicum courses, 2) scoring less than 80% on an exam in the practicum courses, and 3) having a grade below a "B" at the end of the semester in any required internship course. If the intern does not successfully complete the remediation plan within the timeframe outlined by the Director/Co-Director, the intern will fail the course and be terminated from the program.

Remediation plans may require a program extension. If a program extension is required to achieve the program competencies, the intern must submit a written request for the extension within 24 hours of signing the remediation plan document. Students granted a program extension for remediation of academic deficiencies will be placed on academic probation (see "Probation" section of this policy). Dietetic interns granted program extensions for any reason must successfully complete all program requirements within 52 weeks of the program's original start date. Thus, a maximum of 12 additional weeks may be granted to successfully complete program requirements. Interns that are granted a program extension will be assigned an "incomplete" grade in the outstanding course(s). If the course requirements are successfully achieved within the 52-week timeframe, the grade will be changed from an "incomplete" to the passing grade earned by the intern. If the intern is unable to successfully achieve the course requirements within the 52-week timeframe, the grade will be changed from an "incomplete" to an "F" and the intern will be terminated from the program.

## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

### **Probation**

The Director will recommend to the Department Chairman and CHP Associate Dean that an intern be placed on probation for failing to achieve the minimum academic requirements of the program or for professional misconduct. The intern will be notified verbally and in writing when placed on probation.

Academic probation will result for the following situations: 1) if interns have a course grade below a "B" at the end of the semester, 2) if intern requires a program extension to meet the requirements of a remediation plan, or 3) other situations in which the intern has failed to meet minimum academic requirements as identified by the Director/Co-Director. For interns on academic probation, a remediation plan of course work and/or supervised practice experiences will be developed with deadlines. Interns on academic probation at the end of the second semester will require a program extension in order to fulfill the objectives outlined in the remediation plan. Refer to the "Remediation Plans" section of this policy for information regarding a program extension.

Probation may also result from professional misconduct. Refer to the "CHP Non-cognitive Performance Standards" Policy that outlines the "scholastic, non-cognitive performance responsibilities of a student enrolled in the College of Health Professions". The "CHP Non-cognitive Performance Standards", the UAMS/CAVHS Dietetic Internship Policy and Procedure Manual, and the Academy of Nutrition and Dietetics Code of Ethics serve as the basis for determining professional conduct. Noncompliance with any item included in these codes or policies is grounds for disciplinary action, which may include probation or dismissal from the Dietetic Internship Program and the College. For interns on probation due to misconduct, a corrective action plan will be developed with deadlines.

Failure to meet the requirements within the timeframe outlined in the remediation plan or corrective action plan will result in termination from the program.

### **Termination**

Interns may be terminated from the program for failing to meet the course and staffing requirements outlined in the "Criteria for Graduation from the Dietetic Internship" Policy, failing to meet the requirements of a remediation or corrective action plan within the designated timeframe, professional misconduct or other serious offenses as determined by the Director, Co-Director, Department Chairman and Associate Dean.

Interns that receive probation more than one time during the program will be considered for termination from the program. The Director and Co-Director will review such situations on a case-by-case basis. If the circumstances of the probations are deemed serious enough for termination, the Director will recommend to the Department Chair and Associate Dean that the intern be terminated.

Interns will be notified verbally and in writing if terminated from the program.

Revised 7/17; Reviewed: 7/15; Revised: 7/14, Reviewed: 7/13, Revised: 8/12, Reviewed: 7/11, 6/10, 7/09, 7/08, Revised: 7/07; Reviewed: 7/06, Revised: 6/05, 7/04, 6/03, Reviewed: 7/02, 6/01, 8/00, 1/00, Revised: 8/96

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Health Insurance**

**POLICY:**

All students enrolled at the University of Arkansas for Medical Sciences are required by University of Arkansas Board policy (*Policy 1260.1*) to have health insurance coverage at all times. The proof of personal health insurance process is required every semester in which a student is enrolled. The responsibility for obtaining health insurance coverage rests with the student. Students are urged to research for themselves the policy best suited to meet their individual needs.

**PROCEDURES:**

1. Interns will be required to show proof of health insurance at registration.
2. If Interns do not have health insurance at the beginning of the Dietetic Internship Program, they must purchase a student insurance policy at the time of registration.
3. Interns are required to maintain health insurance throughout the program.
4. Health insurance policies must meet minimum standards set forth by the Student Government Association and the Office of the Vice Chancellor for Academic Affairs. Coverage must meet the following criteria:
  - *Plan must provide at least \$100,000 in coverage (for each covered injury or sickness incident)*
  - *Policy must have no major exclusions. Plan must include: major medical, pharmacy, emergency medical, mental health, and diagnostic x-rays/laboratory services*
  - *Health insurance coverage is required for the entire semester for which a student is enrolled*
  - *Individual plan must have a policy year deductible of \$2,500 or less; family and employer plans are exempt from this requirement*
  - *Plan must provide identification card or policy with student name and/or policy information allowing student insurance monitors to confirm eligibility*
  - *Plan documents must be in English with currency amounts converted to U.S. dollars and an insurance company contact phone number in the U.S. must be provided*

Reviewed: 7/17, 7/15; Revised: 6/14; Reviewed: 7/13; Revised: 8/12; Reviewed: 7/11, 6/10, 7/09, 7/08, 7/07, 7/06; Revised: 6/05; Reviewed: 7/04; Revised: 6/03; Reviewed: 7/02; Revised: 6/01  
Reviewed: 8/00, 1/00, 8/99; Revised: 6/96

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Professional Liability Insurance**

**POLICY:**

To comply with affiliation agreements with other institutions and agencies, all interns must purchase professional liability through UAMS.

**PROCEDURES:**

1. All Interns will apply for professional liability insurance during the week of registration.
2. The liability insurance will be purchased from the company holding the bid for CHP Student Liability.
3. Payment of the insurance premiums is the responsibility of the Dietetic Intern and will be charged as part of the student fees during registration.

Reviewed: 7/17, 7/15

Revised: 6/14

Reviewed: 7/13

Revised: 8/12

Reviewed: 7/11, 6/10, 7/09, 7/08,7/07,7/06

Revised: 6/05

Reviewed: 7/04

Revised: 6/03

Reviewed: 7/02

Revised: 6/01

Reviewed: 8/00,1/00,8/99

Revised: 6/96

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Travel Liability**

**POLICY:** UAMS and CAVHS do not assume any liability for Dietetic Interns travel to and from clinical rotations. The Intern is expected to maintain automobile liability insurance as a program requirement. Interns are responsible for the provision of all costs and liability involved in traveling to, from, and between clinical practice sites, classes, and other events required of interns. Interns are required to verify automobile insurance at the time of registration. Dietetic Interns are not considered employees of UAMS and are not covered by Workman's Compensation. While receiving a stipend from CAVHS, interns are covered by Workman's Compensation while on the premises, but CAVHS assumes no responsibility while students are at other practice sites.

**PROCEDURES:**

1. Interns are informed at the beginning of the internship of travel and cost expectations to rotation sites, conferences and classes.
2. Interns are required to register all automobiles at the time of CHP registration. This includes evidence of registration with the State of Arkansas (with its requirement for liability insurance for purchase of car tags) or verification of insurance.
3. The Intern assumes all responsibility for travel costs, injury, or damages to, from and between clinical sites, classes, or other meetings.

Reviewed: 7/17  
Revised: 7/15  
Reviewed: 6/14  
Reviewed: 7/13  
Revised: 8/12  
Reviewed: 7/11, 6/10, 7/09, 7/08,7/07,7/06  
Revised: 6/05  
Reviewed: 7/04  
Revised: 6/03  
Reviewed: 7/02  
Revised: 6/01  
Reviewed: 8/00,1/00,8/99  
Revised: 6/96

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Basic Life Support for Healthcare Providers**

**POLICY:** Dietetic Interns are required to be certified for Basic Life Support for Healthcare Providers through the American Heart Association. The certification period must cover the entire length of the program.

**PROCEDURES:**

1. Interns are required to complete certification and provide documentation prior to program start date.
2. Interns will be responsible for paying the certification fee.
3. Interns should retain the original certification document and provide the Director with a copy for the intern's permanent records.

Reviewed: 6/20  
Revised: 7/15  
Approved: 7/14

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Required Immunizations**

**POLICY:** The Dietetic Intern is required to have the following immunizations prior to the start of the Program: 1) 2 MMR vaccines (or positive measles, mumps, rubella titers), 2) TDAP vaccine (or TD if less than 2 years since booster), 3) 3 Hepatitis B vaccines (or positive titer for Hepatitis B), and 4) Varicella vaccines (students must show documentation of 2 doses of Varicella vaccine, or a Varicella titer showing immunity, or a health care provider documentation of Varicella disease or herpes zoster). Any cost related to the vaccines is the responsibility of the student.

**PROCEDURES:**

1. Interns will be sent information regarding required immunizations and a Student Pre-Enrollment Medical Examination Form prior to the start of the program.
2. Interns must have their physician complete the form and return it to Employee Health/Student Preventive Services at least 30 days prior to registration.
3. Questions regarding immunizations should be discussed with Employee Health/Student Preventive Services.

Reviewed: 7/17, 7/15, 6/14

Reviewed: 7/13

Approved: 8/12



**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: HIV Positive Students**

**POLICY:** Students who test positive for HIV are eligible for acceptance into the Dietetic Internship and can progress in the program regardless of medical status. They must be able to meet the requirements of the Dietetic Internship.

**PROCEDURES:**

1. Applicants who are HIV positive will be evaluated for acceptance into the Dietetic Internship based on qualifications without consideration of medical status.
2. Dietetic Interns who are HIV positive will have the opportunity to progress in the program without consideration of medical status, but he/she must be able to satisfactorily meet the requirements of the program.
3. Accommodations will be made for HIV positive Interns when requested and upon appropriate documentation of need.
4. If an Intern cannot progress in a clinical site due to his/her status, a similar experience will be made available upon appropriate documentation of need.
5. Dietetic Interns do not participate in invasive procedures. If, at any time, an Intern should be asked to assist in an invasive procedure, he/she may decline. (The procedure would be considered beyond their scope of practice.)

Reviewed: 7/17, 7/15, 6/14, 7/13, 8/12, 7/11, 6/10, 7/09, 7/08,7/07,7/06

Revised: 6/05

Reviewed: 7/04,6/03,7/02,6/01,1/00,8/99

Approved: 7/99

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Tuberculin (TB) Skin Test**

**POLICY:** The Dietetic Intern is responsible for obtaining a TB skin test prior to the start of the program. The test must be done within 3 months of the start of the program. Any cost related to the test is the responsibility of the Intern.

**PROCEDURES:**

1. Interns must provide documentation of the TB skin test results to the Director and Co-Director for their permanent files by the start of the program.
2. Interns must retain one copy of their TB skin test results and should have it available when reporting to all rotation sites.

Reviewed: 7/17, 7/15, 6/14, 7/13

Revised: 8/12

Accepted: 8/11

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Influenza Vaccine**

**POLICY:** Dietetic Interns are required to receive an influenza vaccine. The Student/Employee Health Service at the University of Arkansas for Medical Sciences provides the vaccine at no cost to Interns.

**PROCEDURES:**

1. Interns will be scheduled to receive an influenza vaccination during the fall semester at no cost from the Student/Employee Health Service at the University of Arkansas for Medical Sciences.
2. Interns will sign an influenza vaccine log after receiving the immunization.
3. Interns must retain a copy of their influenza shot records and should have them available when reporting to all rotation sites.
4. Interns may be exempt from the vaccination if they have an allergic reaction to eggs or to a previous dose of influenza vaccine, or have a history of Guillain-Barre Syndrome.

Reviewed: 7/17, 7/15

Revised: 6/14

Reviewed: 7/13, 8/12

Accepted: 8/11

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** Student Membership in the Academy

**POLICY:** Dietetic Interns are encouraged to obtain student membership in The Academy of Nutrition and Dietetics.

**PROCEDURES:**

1. Interns will be encouraged to become student members of The Academy of Nutrition and Dietetics during orientation.
2. Procedures and cost for obtaining a student membership will be provided at orientation.
3. Student membership will provide the Interns with:
  - Monthly subscription to the *Journal of the Academy of Nutrition and Dietetics*
  - Monthly newsletter
  - Membership in the state dietetic association
  - Opportunity to join a Dietetic Practice Group

Reviewed: 7/17

Revised: 7/15

Reviewed: 6/14, 7/13

Revised: 8/12

Reviewed: 7/11, 6/10, 7/09, 7/08,7/07,7/06,6/05,7/04,6/03,7/02,6/01,1/00,8/99

Approved: 2/98

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** Outside Employment of Dietetic Interns

**POLICY:** Dietetic Interns are strongly encouraged to refrain from outside employment during the 40-week Dietetic Internship.

**PROCEDURES:**

1. Interns are advised in the application process that schedules are based on a 40-hour week including the formal class work; however, additional time is required to complete rotation assignments, projects, course assignments, and readings.
2. Interns are strongly discouraged from employment outside the Dietetic Internship Program.
3. Outside employment will not be an acceptable reason for changing schedules for classes and/or rotations or deferment of any assignment or other responsibilities of the Intern.

Reviewed: 7/17, 7/15

Revised: 6/14

Revised: 7/13

Revised: 7/12

Reviewed: 7/11, 6/10, 7/09, 7/08, 7/07, 7/06, 6/05, 7/04, 6/03, 7/02, 6/01, 1/00, 8/99

Approved: 2/98

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** Stipend Payment

**POLICY:** Dietetic Interns will receive stipends through bank deposit only.

**PROCEDURE:**

1. Dietetic Interns will receive the UAMS and CAVHS stipends through bank deposit only.
2. Interns will process the bank deposit application during orientation each semester.
3. Interns will not receive stipend money in cases of program extensions.

Reviewed: 7/17

Revised: 7/15

Reviewed: 6/14, 7/13

Revised: 8/12

Reviewed: 7/11, 6/10, 7/09, 7/08,7/07,7/06,6/05,7/04 6/03,6/01

Approved: 10/99

Written: 10/99

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Use of Cell Phones, Pagers and Telephones**

**POLICY:** Cell phones and pagers are not allowed in the work setting. Cell phones and pagers may be used during breaks. Personal phone calls, text messaging and e-mailing while on duty are inappropriate except during emergency situations.

**PROCEDURES:**

1. Interns may not use personal communication devices such as cell phones or pagers during class, in preceptors' offices, the hospital, patient rooms, clinic areas, food production and/or service areas. Phones may not be turned on in these areas.
2. Interns may use personal communication devices during breaks in break areas.
3. Urgent or emergency situations need to be discussed with the Internship Director, Co-Director and/or Preceptor. Arrangements will be made to assist Interns in these situations. However, under no conditions will cell phones be allowed on hospital units or in production areas.
4. Disciplinary measures for abuse of the policy can include any of the following: oral warning, written warning, or probation.
5. Interns may not make personal or long distance calls on hospital or facility phones without permission from the Internship Director, Co-Director or Preceptor.

Revised: 7/17

Reviewed: 7/15, 6/14, 7/13

Revised: 8/12

Revised: 7/11

Reviewed: 6/10, 7/09, 7/08, 7/07,7/06

Revised: 6/06

Revised: 6/05,7/04,6/03

Reviewed: 7/02,6/01,1/00,8/99

Revised: 8/96

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** Attendance at Nutrition Seminars and Program Meetings

**POLICY:** Attendance is required at nutrition seminars and department or program meetings.

**PROCEDURES:**

1. Interns are required to attend the Department of Dietetics and Nutrition's monthly nutrition seminars.
2. The Director or Co-Director may allow a student to be excused from the nutrition seminars due to patient care needs, travel distance or emergency. Additional assignments will be provided.
3. It is the student's responsibility to notify the Director or Co-Director if they will not be attending the nutrition seminar.
4. Department or program meetings may be scheduled throughout the year. Interns will be given notice of the meetings in advance. The Director, Co-Director or Preceptor may allow a student to be excused due to patient care needs or an emergency.

Revised: 6/20, 7/17

Reviewed: 7/15, 6/14, 7/13

Revised: 8/12

Reviewed: 7/11, 6/10, 7/09, 7/08, 7/07

Approved: 7/06



**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** UAMS E-Mail Accounts

**POLICY:** Dietetic Interns are required to use their UAMS e-mail accounts during the Dietetic Internship Program.

**PROCEDURE:**

1. Interns will be given a UAMS e-mail account during the first month of the program.
2. Interns are required to check their UAMS e-mail account for internship business each week day (Monday-Friday).
3. Interns are responsible for information sent to their account from Preceptors, Faculty and the University.
4. Interns' e-mail addresses will be provided to the internship faculty.

Reviewed: 7/17, 7/15, 6/14, 7/13  
Revised: 8/12  
Revised: 7/11  
Reviewed: 6/10, 7/09, 7/08,7/07,7/06  
Approved: 6/05

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Inclement Weather Policy**

**POLICY:** Dietetic Interns will follow the instructions of the Internship Director and/or Co-Director regarding travel to rotation sites in the event there is inclement weather. On class days, students will follow the UAMS inclement weather procedures for students outlined below.

**PROCEDURES FOR ROTATIONS/SUPERVISED PRACTICE:**

1. Dietetic Interns are required to contact the Internship Director or Co-Director in the event of inclement weather on a day that rotations are scheduled. The Intern should contact the Director/Co-Director at least 1 hour before their scheduled shift. The Director/Co-Director will determine on a case-by-case basis if the intern should report to the scheduled facility. Interns may be assigned to different rotation sites or they may be scheduled to make up supervised practice hours at a different date.
2. It is the Intern's responsibility to contact their assigned preceptor once a plan is determined by the Director/Co-Director to inform them if they will be reporting for supervised practice that day. Contact should be made with the preceptor prior to the start of the shift.
3. If a student misses time due to inclement weather, hours missed must be made up at a later time. Make up hours will be scheduled by the Director or Co-Director and may occur on evenings and/or weekends. A program extension may be required if hours cannot be made up by the end of the program.

**PROCEDURES FOR CLASSES:**

**UAMS INCLEMENT WEATHER PROCEDURES (REVISED NOVEMBER 11, 2014)**

When weather and road conditions warrant, UAMS leadership will declare "inclement weather" in order for employees, residents, students, patients and volunteers to know how to properly respond. For students, when UAMS is operating under Inclement Weather designation (both "*Inclement Weather – all areas open*" or "*Inclement Weather – non-essential areas closed*"), all on-campus classes are cancelled and the Library is closed. If UAMS implements its inclement weather policy, detailed announcements will be emailed to employees and students, communicated through local media and posted on the front pages of [www.uamshealth.com](http://www.uamshealth.com), [www.uams.edu](http://www.uams.edu), and the UAMS intranet. Students should refer to the inclement weather procedures within their specific CHP academic program for guidance about off-campus clinical rotations, make-up class, labs, and/or clinic sessions, rescheduling of a missed examination, quiz, or activity, etc.

Revised: 7/17, 7/15, Revised: 7/14, Reviewed: 7/13, 8/12, 7/11, 6/10, 7/09, 7/08,7/07, 7/06,6/05,7/04  
Revised: 6/03, Reviewed: 7/02,6/01,1/00, Revised: 2/96

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** Coursework Outside the Requirements of the Program

**POLICY:** Dietetic Interns are prohibited from enrolling in courses that are not part of the required dietetic internship program curriculum.

**PROCEDURE:**

Dietetic Interns have a full-time load of coursework and supervised practice experiences during the nine-month internship program. Taking additional coursework would prevent interns from spending the time necessary to meet the educational objectives and competencies of the dietetic internship program.

Reviewed: 7/17, 7/15; Revised: 7/14; Reviewed: 7/13, 8/12, 7/11, 6/10, 7/09, 7/08,7/07,  
7/06,6/05,7/04,6/03,7/02,8/98 Approved: 2/98

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** Academic Calendar

**POLICY:** Dietetic Internship Calendar- The Dietetic Internship program will follow the College of Health Professions Academic Calendar which outlines vacation days and holidays with the following exceptions:  
1) DI Orientation, 2) Staffing rotation, 3) Spring Break week and 4) Thanksgiving week.

**PROCEDURES:**

1. Orientation dates will be provided to Interns in June, prior to the program start date.
2. During the first week of the program, Interns will be provided with a calendar for the academic year detailing Orientation, Staffing, and Spring Break Weeks.
3. Spring Break:
  - a. Dietetic Interns will be given one day off during the College of Health Professions spring break week. The day off will be the class day for the week (typically a Monday). Students will be required to attend all supervised practice experiences for the week (typically Tuesday-Friday).
  - b. Required courses for the internship will not meet and faculty/preceptors will not schedule appointments on the Monday of spring break.
  - c. Rotations will continue for the Tuesday through Friday schedule.
  - d. The Dietetic Internship will follow the schedule for the Department of Dietetics and Nutrition for spring break day.
4. Thanksgiving Week:
  - a. Class will be held on the Monday of Thanksgiving Week. Rotations will not be scheduled on Tuesday and Wednesday, but these days will be available for students to make up previously missed rotation days.

Reviewed: 6/21, 1/20, 7/17, 7/15, 6/14, 7/13, 8/12, 7/11, 6/10, 7/09, 7/08,7/07,7/06,6/05,7/04

Revised: 6/03

Reviewed: 7/02,6/01,1/00,8/99

Approved: 6/98

Revised: 4/98

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** Maxine Hinton Faculty Gold Key Award

**POLICY:** The Maxine Hinton Faculty Gold Key Award was established in honor of Dr. Maxine Hinton, registered dietitian, who founded the Dietetic Internship Program in 1971. She also served as the Internship Director from 1971 to 1984. The award recognizes one outstanding Dietetic Intern in each class.

**PROCEDURES:**

1. Attributes considered in selection of the Maxine Hinton Faculty Gold Key Award are:
  - Scholarship
  - Initiative
  - Professional Interest
  - Character and Personality
  - Leadership
  - Ethical Standards
2. Each primary facility (UAMS, CAVHS, Arkansas Children's Hospital and Arkansas Department of Health) providing experiences for Interns will submit one vote for first, second, and third choice for the award. Each preceptor employed at the participating facility will vote to select the recipient of the award. Votes will be tallied for that facility and submitted to the Internship Director.
3. The UAMS/CAVHS Internship Coordinating Cabinet will determine the recipient in the event of a tie.
4. The recipient will be announced at the dietetic internship graduation and recognized in the commencement proceedings.

Revised: 2/20

Reviewed: 7/17, 7/15

Revised: 6/14

Revised: 7/13, 8/12

Revised: 7/11

Reviewed: 6/10, 7/09, 7/08,7/07,7/06,6/05,7/04

Revised: 6/03

Reviewed: 7/02,6/01,1/00,8/99

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT: Distinguished Mentor in Dietetics Awards**

**POLICY:** Each Dietetic Intern may nominate one preceptor for the Distinguished Mentor in Dietetics Award. The award recognizes Preceptors who have made significant contributions to the academic training of Interns through mentorship.

**PROCEDURES:**

1. At the end of the spring semester, Interns will select Preceptors for the Outstanding Dietetic Mentor Award. The following questions will be provided to assist the Intern in their selection.
  - Who was the most influential Preceptor in your training and why?
  - What Preceptor demonstrated the standards of professionalism that you would like to model in your career?
  - Who reached out to you or other students to provide encouragement and support?
  - What preceptor contributed to an advanced level of training that made you enthusiastic about that area of practice?
2. Each Intern may select one Preceptor for the award.
3. Each Preceptor who is selected will be recognized at the graduation brunch for the dietetic interns. They will receive a formal letter and certificate from the program. A copy of the letter will be sent to the Preceptor's supervisor.

Reviewed: 7/17, 7/15

Revised: 6/14

Reviewed: 7/13

Revised: 8/12

Reviewed: 7/11, 6/10, 7/09, 7/08,7/07

Approved: 7/06

**POLICIES AND PROCEDURES  
UAMS/CAVHS DIETETIC INTERNSHIP**

**SUBJECT:** Affiliation Agreements

**POLICY:** Affiliation agreements will be maintained with institutions, organizations, and/or agencies providing supervised practice experiences for the dietetic internship.

**PROCEDURE:**

1. The dietetic internship, through the Department of Dietetics and Nutrition, College of Health Professions, University of Arkansas for Medical Sciences, enters into written agreements with facilities providing supervised practice experiences.
2. The agreements delineate the rights and responsibilities of both the dietetic internship and the affiliating institution, organization, and/or agency.
3. Agreements are signed by administrators with appropriate authority in advance of scheduling Interns for supervised practice with the institution, organization and/or agency.
4. Original copies of all agreements are maintained on file in the College of Health Professions.

Reviewed: 7/17  
Revised: 7/15  
Reviewed: 6/14, 7/13  
Revised: 8/12  
Reviewed: 7/11, 6/10  
Approved: 7/09

## **POLICIES AND PROCEDURES UAMS/CAVHS DIETETIC INTERNSHIP**

### **SUBJECT: Rotation Facilities**

**POLICY:** Rotation facilities are selected based on their ability to provide supervised practice learning experiences compatible with Accreditation Council for Nutrition and Dietetics Education (ACEND) competencies for supervised practice for Dietetic Interns. Facilities may include medical centers, hospitals, clinics, extended care facilities, health department sites, community sites, child nutrition programs, foodservice programs, food distributors, and other sites.

### **PROCEDURES:**

1. Facilities are selected according to the ability to provide supervised practice opportunities that meet the ACEND competencies for Interns.
2. Facilities must have a qualified Preceptor(s) available to assist Interns in meeting the identified competencies and learning outcomes for the rotation.
3. Facilities must be in compliance with the Joint Commission or accrediting bodies specific to the facility.
4. Facilities will retain responsibility of the care of patients and will maintain administrative and professional supervision of students regarding the extent their presence and program assignments affect the operation of the Facility and its care, direct and indirect of patients.
5. Facilities will permit participation by the student in patient care, management, and/or other activities in order to accomplish the proposed supervised practice objectives and demonstration of ACEND competencies.
6. Facilities will refrain from the practice of using students in lieu of professional or non-professional staff.
7. Facilities will encourage visits by the Internship Director or Co-Director for the purpose of observing and evaluating supervised practice activities.
8. Facility staff shall, upon request, assist in evaluation of each student's level of performance in each type of learning experience.
9. The Director or Co-Director will evaluate each rotation facility's appropriateness to provide supervised practice learning experiences on an annual basis. Facility, Preceptor, Graduate, and Intern feedback (through exit evaluations, surveys, communication with preceptors, etc.) will be used to ensure that Interns have a learning experience consistent with the rotation curriculum that meets the required competencies.

Revised: 7/17

Reviewed: 7/15, 6/14, 7/13

Revised: 8/12, 7/11, 6/10; Approved: 7/09